



P. O. Box 130
Moriarty, NM 87035
Phone: 505-832-4406

Request for Public Records

Requestor: _____

Address: _____

City/State/Zip: _____

Telephone: _____ **Email:** _____

I request: to inspect a copy of the following record(s):

Please list records with reasonable particularity.

Should the cost exceed \$ _____, please call me to discuss my request.

Signature: _____

Upon receipt of written request for public records, the inspection shall be permitted immediately or as soon as is practical under the circumstances, but not later than fifteen days after receiving written request. If the inspection is not permitted within three business days, the custodian shall explain in writing when the records will be available for inspection or when the public body will respond to the request. The three-day period shall not begin until the written request is delivered to the office of the City Clerk. Documents 11" x 17" or smaller may be obtained for fifty cents (\$.50) per page, or per fee schedule.

FOR OFFICE USE ONLY

Date Request Received: _____	Number of pages: _____
Method of delivery: _____	Cost and date notified: _____
Cost Acknowledged/Agreed to: _____	Receipt No/Date.: _____
City Staff Comments: _____	
APPROVED: _____	
RECEIVED: _____	